

**Reference Service Policy**  
**Saint Mary's College Library**

**I. Introduction**

**A. Purpose**

1. This document explains the policies and guidelines used by Library staff providing reference services. This policy reflects our commitment to a high quality of reference service consistent with the available resources of the Saint Mary's College Library. They are informed by professional best practices including the American Library Association RUSA Access to Information Committee Guidelines for Information Service

midterms and finals and reduced during semester breaks, the winter holidays, and summer.

### III. **Reference Services**

- A. **Primary Clientele:** Current Saint Mary's students, faculty, faculty emeriti, administrators, staff, and members of the Saint Mary's Brothers Communities comprise the primary clientele for the Library's reference services. Primary clientele have access to all reference services.
- B. **Non-primary clientele** may have access to the Library's reference collection, Re2senieskervice, yoectronic oabases yon1site without charge. yGuest computers stations a(s)-(e m)-16(ad)-4(e av)-14(ai)-6(l)-6(ab)-4(l)-6(e t)-6(o)-4( n)-4(o)-4(

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